

NCPA Calendar
July 2012 - June 2013

JULY			
DATE	EVENT	LOCATION/TIME	TOPICS
June/July	Members meet with Distributors for consolidating and back to school menu planning.	Sysco and US Food Houses	
July 25 - 27	NCPA Board of Directors Meeting	Drury Inn, Greensboro *	- Approve New Calendar /Events
		*Begin at 2:30 p.m. Wed and end	- Meet w/ Poultry Manufacturers
			- Review/ / revise 2012-2013 Calendar
		by noon on Friday.	- Review Pass/Fail Request for Product Approval 2012-2013
AUGUST			
Aug. 1	Finalize requests for Products Meeting Current Specs for 2012-2013 Bid and forward to Product ID for approval.		
SEPTEMBER			
Sept. 10	Requests for Currently Approved Grain/Bread Reformulations Due		
Sept. 12-14	NCPA Board of Directors Meeting	Drury Inn, Greensboro *	- Approve Products to be Tested (TBT)from current specification received /approved
			- Discuss / Plan Commodity/NOI/Commercial Bid for 2013 - 2014
Sept. 17 - 21	Notify Brokers/Manufacturers of Districts Student Testing Products		
OCTOBER			
Oct. 23	NCPA Board of Directors Meeting	Sheraton Imperial, RTP 8:30 a.m.	
	NCPA Board of Directors Meet w/Selected Manufacturers/Brokers	Sheraton Imperial, RTP 9:30 a.m.	- Annual review and conversation meeting
	NCPA Board of Directors Meet w/Distributors	Sheraton Imperial, RTP 11:00 a.m.	- Annual review and conversation meeting
Oct. 24	NCPA Bi - Annual Member Meeting	Sheraton Imperial, RTP 10:00 a.m.	
NOVEMBER			
Nov. 14 - 16	NCPA Board of Directors Meeting	Drury Inn, Greensboro	- Review District Testing Results/Approve
Nov. 20	Student Testing for 2013-2014 Bid Due from Assigned LEA's		
Nov. 30	Notify Brokers/Manufacturers of District Testing Results		
DECEMBER			
Dec. 1	Release DRAFT 2013-2014 Commodity/NOI/Commercial DTM Spreadsheets to Members/Vendors for Review / Corrections.		
Dec. 28	Audit Committee - Complete Mid Term Audits		
JANUARY			
Jan. 9 - 11	NCPA Board of Directors Meeting	Drury Inn, Greensboro	- Finalize 2013-2014 General Bid IFB and Renewal Forms
Jan.11 - A.M.	Vendor Pre-Bid for Preliminary 2012-2013 Commodity / NOI / Commercial DTM Bid	Drury Inn, Greensboro 11:00 a.m.	
by Jan. 18	E-Mail Vendors FINAL 2013-2014 Commodity / NOI / Commercial DTM Bid		Review/finalize General Bid spreadsheets product categories

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FEBRUARY			
Feb. 4	Commodity / NOI / Commercial DTM Mailed Bids Due		
Feb. 6 - 8	NCPA Board of Directors Meeting	Drury Inn, Greensboro *	- Review/finalize General Bid spreadsheets product categories
			- Commodity / NOI / Commercial DTM Bid Opening
Feb. 7	BID OPENING: Commodity / NOI / Commercial DTM Bid	Drury Inn, Greensboro 10:00 a.m.	
	<i>New Members - Join NCPA this month before the new General Bid goes out. Contact Mary V. Sitton for Member Application.</i>		
Feb 15 - 28	Members Desiring to RENEW Bid LOTS with Current Distributor for 2013-2014 begin negotiation this month.		
Feb	Obtain Letter of Guarantee Letters from Manufacturers Commodity and DTM		
Feb. 28	Release DRAFT 2013-2014 General Bid Spreadsheets to Members/Vendors for Review / Corrections.		
MARCH			
Mar. 1 - 8	Members Renewing Bid LOTS for 2013-2014: Follow Renewal Instruction Documents and e-mail to distributor(s).		
Mar. 6	Release DRAFT 2013-2014 General Bid LOTS 1 - 8 Spreadsheets to brokers/manufacturers/distributors for review and corrections.		
Mar. 10	NCPA Board of Directors Meeting	Ramada Inn Bluebridge, Raleigh 4:00 p.m.	
Mar. 11 - A.M.	Vendor Pre - Bid Meeting for General Bid - LOTS 1 - 8 Alliance Members Luncheon	McKimmon Center, Raleigh	
Mar. 11 - P.M.	Alliance Member Training	McKimmon Center, Raleigh	
Mar. 12 - A.M.	Alliance Member Training	Fairgrounds TBA	
Mar 12 - P.M.	Alliance NEW PRODUCT FOOD SHOW	Fairgrounds TBA	
Mar 13 - A.M.	NCPA Board of Directors Meeting/Review	Ramada Inn Bluebridge, Raleigh	
Mar. 18 - 22	Members Renewing LOTS for 2013-2014: Finalize and Receive Distributor Renewal Paperwork for 2013 - 2014 - Send renewing distributor product usage on new bid spreadsheets.		
Mar. 18	Release FINAL 2013-2014 General Bid Spreadsheets to NCPA Membership via e-mail		

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